

Questions and Answers on AFI 33-360

AF Form 673. To be very clear on implementing the use of the new form, it is my understanding that if all coordination was received by the 18 May, release date of AFI 33-360, then the old version of the AF Form 673 may be used to complete the process of certification and approval. But if all coordination was not complete as of the 18 May, the new AF Form 673 must be used for certification and approval. Coordination would be listed on the new version AF Form 673 and documents attached to it.

If the date block of the AF Form 673 has a date of 18 May or later, use the new version of the AF Form 673. An AF Form 673 with a date of 17 May or earlier can be accepted; the rationale being it was in coordination previous to the 18 May release date.

Job Positions. In the way this instruction is written, does this OPR assume the publications and forms managers are one position?

No. In some organizations the duties of positions is performed by one individual.

Certifying and Approving Authorities. We currently identify this in our supplement that is approved by the Wing Commander. Is this still acceptable or should it strictly be a letter of delegation by the Wing Commander?

Stating delegation authorities in a supplement is acceptable.

Interim Changes. Do we follow the same process for ICs? It is my understanding the IC itself will not be posted to the web page, but immediately (within 48 hours) be integrated into the basic publication.

Yes, we all follow the same process for ICs.

Format. Should we immediately begin using the new 33-360 to format our publications in lieu of the example you provided at the AETC forms/publication conference? Yes.

AF Form 1846. Is the AF Form 1846 still required for ordering physical products? It's not mentioned in 33-360.

The AF Form 1846 process will be outlined in the proposed AFMAN 33-361.

Base Bulletins. AFI 33-360 does not contain information regarding base bulletins. Will the AETC supplement address base bulletins?

The AETC supplement will include information on base bulletins.

Revised Supplement. When will the AETC supplement be published?

As the new guidance contains many changes, some drastic, we estimate approximately 3 months.

1.2. This paragraph prohibits contractors from coordinating on publications (also stated in 2.2, 2.8.1, 2.18, and 3.1.2). The *NOTE* at the end of Table 1.1 allows for contracted publications/forms managers and Table 2.2, Rule 9, requires publications/forms managers to coordinate on all publications. In essence, it's saying publications/forms managers can be contractors, but contractors can't coordinate. Please clarify.

As SAF explained, this is a complication Air Force will have to work around for the foreseeable future. The OPR cannot dictate in AFI 33-360 that publications and forms managers have to be Air Force employees or military members. However, JA did rule contractors may only play a limited role in the publications/forms process. The Air Force will have to apply the same workaround developed for records managers that are contractors; that is, while contractors may help develop publications/forms, facilitate the processes established in AFI 33-360 (and any supplements), answer questions as a subject matter expert, and advise on coordination, only government employees and military members may sign AF Forms 673 and serve as the official POC (in the record set) for a publication/form.

Table 1.1.

Number 4. Do MAJCOMs have to review or coordinate on subordinate unit supplements?

If the basic publication includes a statement in the opening paragraph stating field activities must coordinate their supplements with the MAJCOM functional, then it is a requirement.

Does this apply to supplements for all higher headquarters publications or just Air Force- or MAJCOM-level publications?

Table 1.1 indicates this applies at the HAF and MAJCOM levels.

Number 7. Do wing/base-level managers track until release *on* e-Publishing or release *to* e-Publishing?

Recommend tracking until released on e-Publishing.

Number 8. When will we receive the process for tagging?

We have not developed the tagging plan or a timeline.

Number 9. Is this replacing the "last chance" review? If not, what is it and what will we be reviewing it for?

The first IC to AFI 33-360 will remove Number 9. When a publication is sent for tagging, it will go directly to publishing; there will not be a review after it is tagged.

Number 10. Paragraph 3.6.4 states AFDPO will notify the forms manager or OPR when a form is posted. Does this mean they'll notify OPRs at departmental level and managers below?

We believe that is the case.

Number 12. Will AETC reinstate annual reviews versus biennial?

AETC will continue to perform annual reviews for both publications and forms.

Number 14. Where is referenced training available?

The CBTs available at this time are the Digital Signature CBT and the IMT Designer 2.3 Software Training CBT. These CBTs apply to forms designers.

Number 15. Does this mean I will have to publish a supplement stating all record sets for Little Rock pubs and forms will be maintained by 314 CS/SCSP?

No, the AETC Supplement states: *At field units, the publishing function maintains the official record sets. OPRs maintain the official record sets for specialized publications.* The revised AETC Supplement will contain the same guidance.

Number 16. I thought the AF IMT 847 was sent to the OPR; how would the base pubs and forms manager factor in?

The base pubs and forms manager becomes involved if recommended corrective action is for a higher headquarters publication or form.

1.2.5.1. We currently have contractors as POCs on some non-directive publications (as allowed by AETC/SCMY e-mail, subject: *Contractors and Nondirective Publications and Office Forms*; 16 July 2003). Do we need to do ACs to change the POC to a military/civilian employee?

Yes.

1.2.7. What is considered a two-letter at base level?

At the base the SC, DO, Group Commanders, etc., are considered two-letter.

1.2.7.1. At wing/base level, is “head of functional two-letter office” defined as commander or any office with a two-letter designation, i.e., 42 ABW/HC?

Defined as an office with a two-letter designation; CC indicates commander.

Can we supplement to allow commanders only?

Supplemental information must be at least as restrictive as the basic publication or can be more restrictive.

1.2.7.4. If someone does delegate, would I supplement this only by stating “send all delegation letters to 314 CS/SCSP?”

No, the wing commander delegates approval authority. If the commander does not delegate this authority, he/she will be the approving authority for all publications and forms.

1.2.8.2. Is this stating anyone required to coordinate on a publication or form does so and not to worry about the office symbol?

We interpret this to mean the two-letter office ensures the correct office within the organization reviews and coordinates on the publication and/or form.

Does this delegation need to be in writing?

Yes.

2.5 and 2.8.3. Little Rock AFB has both AETC and AMC. Are we required to send to ANG or can we coordinate with ANG here?

Paragraph 2.5.1 states: “All departmental and MAJCOM publications requiring mandatory coordination must be sent to the ANG for review.” This does not apply to base-level publications.

AMC maintenance uses our (314 AW) assets to include flight line, facilities, and equipment; how will this statement apply? We used to state in the purpose statement it applied to Little Rock personnel and 463 AG located on Little Rock AFB. We sent the publication to them for coordination; will that continue to be the situation?

Yes.

Table 2.1.

Instructions (I). Is this any different from the way we currently do business?

No, just note a field instruction cannot implement an AFDPO.

Guidance Memorandums (GM). Is this the new policy letter format?

Yes; this replaces the policy memorandum.

Operating Instructions (OI). Are all OIs processed the same as a publication?

Records sets have been required for OIs since 2000; continue to process OIs the same as publications. The difference in OIs and publications (instructions, supplements, etc.) is the disposition.

Directories. Are these what we referred to as Indexes; if not, what is an example of a directory?

No, an example of a directory is a staff directory, etc.

Visual Aids (VAs). Temporary VAs require an AF Form 673 but no record set, what are we supposed to do with the AF Form 673?

Maintain in a suspense file and discard after the 180-day period or sooner, if the VA is removed before 180 days.

NOTES. All publications and forms must be listed in the Product Index on e-Publishing; is this information we send to them or will they be added as they are sent for tagging?

You are required to maintain the information (publications and forms). If you recall, we discussed this during the orientation. At this time, you can have LRAFB forms posted to the site and you will maintain the information. Publications will be posted once they are tagged and you have provided the required info. ***NOTE: You must forward the Product Announcement information on each form to be posted to AETC. AETC, in turn, provides this information to AFDPO. If AFDPO has not received the product information, the product (form) will not be posted.***

Base level publications and forms managers/monitors are authorized access to the extranet to maintain their organization's information. ***NOTE:*** If your organization has a separate publications manager and forms manager, we recommend designating

one person to maintain the organizations information on the extranet. To obtain extranet access, submit the following info to the Command Publishing Manager.

Name:
E-Mail:
Computer:
IP Address of Workstations or Network Group of Users
DSN Telephone:
DSN FAX:
Org/Office Symbol:
Products:

2.9.1. Is there an established process to do this?

Integration is accomplished through the tagging process.

2.12.7.4. Include a statement in the opening paragraph if field activities must send implementing publications to the higher headquarters functional OPR for review and coordination before publishing. If required, wouldn't this be common knowledge to the OPR?

Yes, in most instances. However, first-time OPRs may not be aware of all requirements and this serves as a reminder. Writing a publication can be a daunting task for some first-time OPRs.

2.18.2.8. Does this mean that e-mails as we know them will not be considered coordination? Do we have to have a manual signature on something (another AF Form 673 or AF IMT 1768) or have it digitally signed?

No, e-mails are considered electronic medium and are still acceptable.

2.20. Will I need to send anything to MAJCOM when I send my publication for tagging? When do we start this exactly?

We have not developed the tagging plan or a timeline.

Will AETC still design our forms or will we begin to design our own and if so, will training be provided on how to use the software?

AETC will continue to design Little Rock AFB forms.

2.22.3.3. Do we understand this to say, if the OPR determines a publication to be obsolete, they must get coordination from all those that originally coordinated so they understand the publication/form will become obsolete?

OPRs planning to rescind a publication must, at a minimum, complete technical/functional coordination. See paragraph 2.29.1.

2.23. Can we stipulate that only the certifying or approval authority can approve waivers?

Supplemental information must be at least as restrictive as the basic publication or can be more restrictive.

3.2. "...scope of users..." Is "users" defined as who fills out the form or who needs the form filled out? We have several forms that are filled out Air Force-

wide, for use by organizations on base (i.e., AU IMT 23, *AFIADL Distance Learning Enrollment Application*)?

Defined as personnel who fill out the form.

3.3.5. It is my understanding that if a form is not prescribed in a publication it is not managed as a form. Correct? What do we do with all the files we have on forms that are not prescribed in a publication? Turn them over to the OPR and tell them to manage the form as an office form?

No. Paragraph 3.3.5 lists only those items not managed as forms. Office forms are not required to be prescribed in a publication; however, in AETC we do manage and include them in our inventory. Forms managers maintain the records sets of office forms as well.

3.6.3. Does this mean office forms can be designed using Microsoft Word, Excel, etc.? If so, how are they licensed and locked? Some of my OPRs have complained they cannot use a word computer version of their form.

AETC operates under a centralized forms management program and manages all forms. That requires all AETC forms, including office forms, be designed in PureEdge. As a note, forms designed in Microsoft Word, Excel, etc., cannot be locked or licensed.

3.7. It states we must reference the publication that prescribes forms we adopt in a publication. I know the info symbol on the AF publishing website provides the info for AF forms, but how do we obtain a prescribing publication for SF, DD, and OF forms?

The info symbol provides this information for the SF, DD, and OF forms also.

3.9.1. Will office forms be sent to AFDPO for posting on e-publishing?

No. Office forms will not be posted on the Air Force e-Publishing site.

3.9.2.2. Will Little Rock AFB be getting Applications Process Interface licensing? What exactly is the purpose of it?

No, not unless required. The Applications Process Interface, commonly known as API, is developer software used to interface with databases. It can be used on either the front or back end of the form. It is used on a case-by-case basis and your organization's request must come to AETC.

Table 3.2, Mandatory Coordination for Forms. It is evident the form will go to the Privacy Act and Records Management office for coordination. However, it does not address Postal, JA (legal), and in the case of Wilford Hall Medical Center, the Medical Records Committee. Should these three still be mandatory coordination as they were previously?

New and obsolete forms marked for cancellation require mandatory and functional coordination. Revised forms require mandatory coordination. As you stated, the forms will go to the Privacy Act and Records Management office for coordination. It appears guidance was written with the mindset all forms are prescribed. Whether a

form is prescribed or not, recommend coordinating with all offices having technical or functional expertise.

Your WHMC guidance can be more restrictive than the AFI. If your organization decides Postal, JA (legal), and the Medical Records Committee will remain mandatory coordination that is acceptable. From past experience with WHMC, we would expect the Medical Records Committee to remain mandatory coordination and would recommend keeping JA mandatory.

3.12.1. Are we to conduct reviews every other year or will we stick to doing them annually?

We will continue to conduct reviews annually.

3.13.1. Who is the “information reports management and control office”?

In many organizations it is associated with the Admin Comm function.